

## **JLAB TRAVEL INFORMATION**

### **EMERGENCY PHONE NUMBERS**

Warwick Travel - Linda Waynick	757-599-3011	
Warwick Travel - 24 Hr. Number	1-800-667-0813	<b>(VIT Code APG6)</b>
JLAB-Report an Accident John Kelly	757-269-7531	
	757-584-7351 (Pager)	

**Insurance Carrier: St. Paul Fire & Marine**

**Policy # CA04600330**

JLAB-Travel Supervisor	Carol Kinsey-O'Neal	757-269-7519
JLAB-Accounting Mgr.	Pam Turk	757-269-5370
		757-584-5370 (Pager)

### **JLAB WEBSITE ADDRESSES**

webmail.jlab.org	<a href="http://www.jlab.org/div_dept/cfo/travel/index.html">www.jlab.org/div_dept/cfo/travel/index.html</a>	webcal.jlab.org
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### **BofA Travel Card Information**

VISA Customer Service	800-847-2911
BofA Customer Service (Within USA)	800-300-3084
BofA Customer Service (Outside USA)	1-602-597-4438 (Call Collect)

### **EXAMPLES OF NON-REIMBURSIBLE EXPENSES (Non-Inclusive)**

Alcohol \* Entertainment \* Rental Car Ins. (In USA) \* Personal related costs \*  
Costs incurred on behalf of spouse and/or dependents \* Tips over 20% \*  
Non-approved membership fees \* Over one reasonable personal call home  
per day \* Rental Car Upgrade \* Refer to Travel Policy for more detail.

### **RENTAL CAR INSURANCE**

Domestic travel - decline all insurance for business related travel days.  
Foreign travel - accept all insurance offered except personal injury.

### **TRAVEL POLICY**

Travel Policy located in Section 402 on the Administrative Manual Web Page  
[www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/index.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/index.html)

### **DATES TO REMEMBER**

Domestic Travel - Expense Report due 5 days after return from trip.  
Foreign Travel - Expense Report due 20 days after return from trip.  
Foreign Travel - Trip Report due 20 days after return from trip.